

**FUNDAMENTALS OF INFORMATION TECHNOLOGY
AND MS-OFFICE – BAP - 101**

Semester - I

Time Allowed : Three Hours]

[Maximum Marks :

Note : The candidates are required to attempt *two* questions each from Section A and B carrying 4 marks each and the entire Section C. Use of non-programmable scientific calculator is allowed. All questions carry equal marks.

Section - A

1. What do you mean by computer ? What are the characteristics computer ? Draw a block diagram of computer and explain its variable components.
2. What do you mean by high level language ? How these are different from low level language ? Give the merits and demerits of high its languages over low level languages.
3. What do you mean by computer memory ? Discuss various types of computer memories in detail giving their relative merits and demerits.
4. What do you mean by secondary storage device ? List various secondary storage devices and discuss the working of any one detail.

Section - B

5. (a) How will you use the spell checker ? What are the of spell checker ? Explain the function of grammar
- (b) What are Margins ? How margins are created in d ? How margin is different from Gutters ?
6. What is a Table ? how can the following operations can b in table ?
 - (a) Editing text in tables
 - (b) Adding a row
 - (c) Deleting a row
 - (d) Changing cell width.
7. What is MS Power Point ? What are the elements of package ? Briefly discuss each.
8. What are views in Power Point ? Discuss the significance views in Power Point package.

Section - C

9. (a) What are the characteristics of 3rd generation of computer ?
- (b) What is the role of computers in education ?
- (c) Convert decimal number 794 into binary number.
- (d) What do you mean by find and replace option ?
- (e) Differentiate between 'save' and 'save-as'
- (f) What do you mean by slide trasitions ?